

## OFFICE OF LIBRARY AND INFORMATION SERVICES

### LORI Grantee Communications Kit

Receiving a Library of Rhode Island (LORI) Grant is a significant accomplishment and you are encouraged to proudly share this achievement with your users and the community. In fact, the ongoing availability of the federal funding that supports LORI Grants may depend on it. Funding sources expect to see the tangible benefits of the programs their dollars support. Publicizing and evaluating your program are two ways you can help assure that funding sources have the evidence they need to demonstrate the ongoing benefits of programs.

The LORI Grant program is made possible with funds OLIS receives from the Institute of Museum and Library Services (IMLS) through the Library Services and Technology Act (LSTA). All LORI Grants are subawards of the LSTA grant award made to OLIS under the Grants to States program. Therefore, it's critical to acknowledge OLIS and IMLS in publicity, promotion and other public information you provide about your LORI Grant.

#### **OLIS AND IMLS ACKNOWLEDGMENT OF SUPPORT IN GRANT PRODUCTS**

Grantees must include an acknowledgment of OLIS and IMLS support in all grant products, publications and websites developed with LORI Grant funding. Acknowledgment must include the credit line and, where space permits, the OLIS and IMLS logos. Posters or brochures about LORI Grant-funded programs and projects must also include the logos. Online products and publications must link to the OLIS website, [www.olis.ri.gov](http://www.olis.ri.gov); include the OLIS and IMLS logos and/or the credit line or boilerplate language (see below).

#### **CREDIT LINE**

“This project was made possible in part by a grant from the RI Office of Library and Information Services using funds from the Institute of Museum and Library Services.”

#### **LOGOS**

The OLIS logo is available as a JPG. IMLS logos are available in color and black and white and in a variety of formats, including JPG, BMP, EPS, and GIF. Logos can be downloaded through the links below:

[OLIS Logo](#)

[IMLS logos](#)

## **BOILERPLATE LANGUAGE**

The following boilerplate language may be used in news releases.

“The Office of Library and Information Services (OLIS), an office within the Department of Administration, is the state library agency for Rhode Island. OLIS strengthens, connects and empowers libraries to advance knowledge, connect communities, and enrich the lives of all Rhode Islanders. The Library of Rhode Island (LORI) is a multi-type library network coordinated by OLIS to facilitate resource-sharing among libraries and expand opportunities for access to library materials by Rhode Island residents statewide. To learn more, visit [www.olis.ri.gov](http://www.olis.ri.gov) and follow OLIS on [Facebook](#) and [Twitter](#).”

“The Institute of Museum and Library Services is the primary source of federal support for the nation’s libraries and museums. IMLS advances, supports, and empowers America’s museums, libraries, and related organizations through grantmaking, research, and policy development. IMLS envisions a nation where museums and libraries work together to transform the lives of individuals and communities. To learn more, visit [www.imls.gov](http://www.imls.gov) and follow IMLS on Facebook and Twitter.”

## **USE SOCIAL MEDIA TO PROMOTE YOUR PROJECT AND ITS ACTIVITIES**

OLIS has released a general grant announcement with summaries of each award on the OLIS home page, on Facebook and on Twitter. We know you are anxious to share the news with your boards, community, elected officials and colleagues – and here are some suggestions on how to do so.

You may make use of the social media messages OLIS generates on the day of the grant award announcement.

You can retweet the OLIS tweet about the grant program awards and “like” the OLIS Facebook update ([www.facebook.com/olisri](http://www.facebook.com/olisri)). If you issue your own posts, be sure to include @olisri in your Tweets and @olisri on your Facebook page. Include the hashtag #LORIGrants in all social media.

### **Facebook Example**

We are excited to announce that the library received a grant from @OLISRI! We are looking forward to [here briefly explain what your grant will be used for]. [Insert link to the OLIS web page listing your grant award.] #LORIGrants

### **Twitter Example**

Great news! [insert your institution’s name or Twitter handle] just received a grant from @OLISRI [insert link to the OLIS web page listing your grant award] #LORIGrants

## **NEWS RELEASES**

The OLIS and IMLS boilerplate language and logos must be included in your news releases.

## **MEDIA and PRESS EVENTS**

OLIS and IMLS support must be orally acknowledged during all news media interviews, including radio, television, and press conferences.

## **PUBLIC EVENTS**

At programs or public gatherings related to your award, acknowledge OLIS and IMLS orally. Display the logos on signage at events.

## **RECORDED AUDIO/VIDEO**

Audio/video broadcasts, including YouTube, must include the credit line, "This project was made possible in part by a grant from the RI Office of Library and Information Services with funds from the Institute of Museum and Library Services." Video broadcasts must display the OLIS and IMLS logos where possible.

## **SHARE YOUR PUBLICITY WITH OLIS**

Please send copies of grant publicity, such as press releases and announcements, to OLIS. You can send them to [donna.dimichele@olis.ri.gov](mailto:donna.dimichele@olis.ri.gov)

## **FOR MORE INFORMATION OR ASSISTANCE**

Contact Donna DiMichele, OLIS LSTA Coordinator, [donna.dimichele@olis.ri.gov](mailto:donna.dimichele@olis.ri.gov)

Make the most of your connections with OLIS by staying connected with us:

- Read our blog, Rhodarian <http://rhodarian.lorinet.info/>
- Like us on Facebook <https://www.facebook.com/olisri>
- Follow us on Twitter @olisri <https://twitter.com/olisri>